

Message Text

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ORIGIN SS-30

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DRAFTED BY S/S-S:MSPENDLETON

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S/S - MR. GAMMON (SUBS)

S/S-O - R. ELTZ

S/S-SFRY

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O 121633Z MAY 74 ZFF4

FM SECSTATE WASHDC

TO AMEMBASSY TEHRAN NIACT IMMEDIATE

AMCONSUL JERUSALEM IMMEDIATE

C O N F I D E N T I A L STATE 098363

EXDIS TOSEC 554

E.O. 11652: GDS

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS (CONTINGENCY
ONLY)

REF: SECTO 353

1. SHOULD THE SECRETARY BE ABLE TO VISIT TEHRAN AN S/S
TEAM WILL SUPPORT HIM AND ARRIVE ABOARD THE SECRETARY'S
AIRCRAFT. PLEASE ASSIGN AN FSO TO S/S WHO SHOULD MEET TEAM
AT AIRPORT AND WORK WITH THEM THROUGHOUT THE VISIT. ONE
TOP SECRET CLEARED SECRETARY SHOULD ALSO BE AVAILABLE TO
WORK WITH S/S THROUGHOUT THE VISIT.

2. YOU SHOULD CONTINUE TO PROVIDE POSSIBLE SCHEDULING
INFORMATION TO JERUSALEM, INFO DEPARTMENT, BY IMMEDIATE
CABLE SLUGGED FOR S/S.

A. THE POST SHOULD SEND BY CABLE GUEST LISTS FOR ANY
SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S
ARRIVAL, PLEASE HAVE AVAILABLE SEATING ARRANGEMENTS FOR
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ANY MEALS EXCEPT PRIVATE ONES.

B. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS.

3. COMMUNICATIONS:

A. S/S WILL BE ON CALL THROUGHOUT THE VISIT. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S. LATERAL CABLES WILL BE SLUGGED QUOTE FOR THE SECRETARY'S PARTY UNQUOTE OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/ SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMM CENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8X10-1/2 INCH PAPER.

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E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

(1) TOSEC/SECTO NODIS 10 AND EXDIS 15 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING;

(2) TOSEC/SECTO LIMDIS, ALL OTHER TOSEC/SECTO CABLES,

AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

4. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE FOLLOWING);

B. TICKER SERVICE SUCH AS UPI, AP OR REUTER NEEDED THROUGHOUT THE VISIT. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED ON ARRIVAL AND AT FREQUENT INTERVALS THEREAFTER.

C. COPIES OF THE ENGLISH LANGUAGE NEWSPAPER SHOULD BE MADE AVAILABLE TO MEMBERS OF PARTY. FIVE COPIES OF USIS WIRELESS FILE SHOULD ALSO BE DELIVERED TO S/S.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS PHOTO ON SECRETARY SHOULD BE POUCHED DEPT. TO ATTN. OF S/S-S AFTER DEPARTURE OF PARTY.

5. MANY THANKS FOR YOUR ASSISTANCE. WE LOOK FORWARD TO WORKING WITH YOU. RUSH

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